

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

**ANNOUNCEMENT NO:** CFSA-08-P094

**OPENING DATE:** 8/29/08

**IF "OPEN UNTIL FILLED"**

9/8/08

**POSITION:** Health Services Assistant  
DS 101 6/7/8

**CLOSING DATE:** OPEN UNTIL FILLED

**SALARY RANGE:** DS-06 \$31,319-\$41,147 PA  
DS-07 \$34,706-\$45,560 PA  
DS-08 \$38,115-\$49,041 PA

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

**WORK SITE:** WASHINGTON, D.C.

**PROMOTION POTENTIAL:** DS-8

**AREA OF CONSIDERATION:** Unlimited

**NO. OF VACANCIES:** (One)

**AGENCY:** Child and Family Services Agency (CFSA), Placement Services Administration

**DURATION OF APPOINTMENT:** | X | Permanent | | Term (13 months to 4 years) NTE: \_\_\_\_\_

| | Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_

| X | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

**RESIDENCY PREFERENCE AMENDMENT ACT:** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent works as a Health Services Assistant in the Health Services Administration (HSA) Office of the Deputy Director of Clinical Practice(ODDCP), Child and Family Services Agency(CFSA), responsible for providing varied administrative and support functions. Provides functional support to the Health Services nurses and management team. Performs special assignments for the Health Services Administration and provides assistance with inter-staff coordination of assignments, reports preparation, and project completion. Attends planning conferences with various staff members to assist in collecting and setting up displays of information. Follows up with staff members to ensure that various commitments made at conferences and health fairs are met. Monitors and manages the HSA electronic mailbox. Processes various types of medical service requests i.e., immunizations, medical appointments, medical record retrievals, etc. received by social workers which may require consultation for completeness and accuracy. Collects basic assessment information for use by the health services staff, to ensure that children and families receive appropriate services within mandated time-frames; informs supervisor when time-frames are not met. Obtains emergency medical appointments as needed. Acts as a liaison to the HSA contractor for health services for medical/dental and related health referral information. Assists in the management of day to day crisis in the HSA. Responds to routine and non-technical requests for information such as status of service requests, various reports, and suspense dates for matters requiring compliance i.e. court orders, and similar information readily available from files. It involves determining whether to release information based on the nature or degree of information sensitivity and the requester's authority to receive the information. Types a variety of correspondence, memoranda, and reports, including those of a statistical or tabular nature. Responsible for proper grammar, spelling, capitalization, punctuation and format. Uses duplicating equipment to copy documents for distribution and/or file. Creates and maintains a comprehensive database of resources for use in the HSA for referrals in the District of Columbia metropolitan region. Assists in accomplishing special projects as assigned i.e., form development, health research, data gathering and analysis etc., to meet Administration goals and objectives. Maintains statistical data on the number of and type of referrals made, number and type of emergency services provided and other information as required. Attends and participates in case staff conferences upon request.

### **QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of local, state and federal child welfare laws and regulations;
2. Knowledge of CFSA's mission, policies, goal, programs,;
3. Ability to compile reports, proposals, charts and graphs for presentations using Microsoft Office to include: Word, Excel and Power Point;
4. Ability to multi-task while assisting staff, co-worker and supervisor with various assignments in order to resolve routine problems and provide advice;
5. Ability to communicate effectively both orally and in writing.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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| <b>MAIL TO:</b>  | <b>Child and Family Services Agency<br/>Human Resources Administration<br/>400 6<sup>th</sup> Street, SW<br/>Washington, DC 20024</b> | <b>WALK-INS:</b>  | <b>955 L'Enfant Plaza, 5<sup>th</sup> Floor<br/>Washington, D.C. 20024</b> |
| <b>TO APPLY:</b> |                                                                                                                                       | <b>WEBSITE:</b>   | <b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>                |
| <b>FAX TO:</b>   | <b>(202) 727-5750</b>                                                                                                                 | <b>TELEPHONE:</b> | <b>(202) 724-7373</b>                                                      |
| <b>EMAIL TO:</b> | <b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>                                                                         |                   |                                                                            |

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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